

Transmit Your Tax and Payment Data with Electronic Data Interchange

Texas Comptroller of Public Accounts

DECEMBER 2014

"It did not take long to learn and understand the software. Importing return data is very easy, and, because of the large number of outlets we have, it is a crucial time saver for us."

MICHAEL ESTES
Tax Coordinator
Wal-Mart Stores
Texas LLC

Advantages of Using

Electronic Data Interchange (EDI)

You can save time and money by using EDI to transmit tax data and payment information. EDI is a fast and efficient way to process and communicate business data. The savings are greatest if you file multiple returns or have returns with long lists or multiple outlet/lease locations. Benefits of using our EDI software include:

- ✓ Free software for Sales & Use, Direct Pay, IFTA, Motor Fuels, Crude Oil and Natural Gas taxes
- ✓ Capability of transmitting return and tax payment in one transaction
- ✓ File reports/returns early and set payment for due date
- ✓ Ability to import data from *Excel*®, *Lotus 1-2-3*® or *Quattro Pro*®
- ✓ Direct Internet links for downloads and uploads
- ✓ File returns 24 hours a day, 7 days a week
- ✓ Reduction of paperwork
- ✓ Elimination of postage costs
- ✓ Automatic calculation of tax due

System Requirements

Taxpayers and tax professionals interested in using our software to file via EDI must be monthly or quarterly filers with a Windows-based PC. Internet access is necessary for electronic reporting.

Approval Required

Taxpayers and tax professionals must successfully complete the testing and approval process set out by rule of the Comptroller's office. Tax professionals must register before testing by contacting the Electronic Reporting Section at 1-800-442-3453.

Due Dates and Payments

Electronic filers must comply with established report due dates. Approved electronic tax filers can make their payments using the EDI Electronic Funds Transfer (EFT) payment option. Returns without payments must be transmitted by 11:59 p.m. (CT) on the due date. If you transmit your tax payment with your report, you will need to transmit the transaction before 2:30 p.m.

(CT) on the last bank business day before the due date. Any return transmitted after these times will be considered late and appropriate penalties will be assessed.

Using the EDI/EFT payment option meets the mandatory TEXNET requirement.

Confirmation of Received File

EDI filers transmitting returns to the Comptroller will receive a confirmation number upon completion of the filing. This is the taxpayer's receipt for an electronically filed return/payment, and is like a certified mail return receipt without the cost. A confirmation e-mail is also sent.

How to Obtain Our Free Software

1. Go to <http://comptroller.texas.gov/taxinfo/etf/etf.html>.
2. In the box on the right of this screen, click on the tax type: Sales and Use Tax, Natural Gas and Crude Oil, IFTA, or Motor Fuels.
3. Go to the **Downloading and Installing** section, click on the **Quick Reference Guide**.
4. Click on the **free software**.

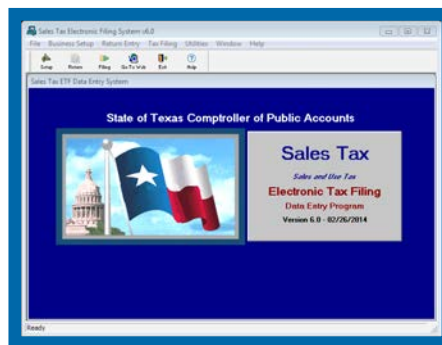
Commercial Software

Taxpayers can use commercial software from approved vendors to submit their EDI reports. If you purchased software from commercial vendors, you must complete the testing process using your company's data. Please contact your vendor to confirm their software is approved for use in Texas.

Using EDI Translation Software

You can download the file layouts and detailed information to assist in writing your own program from our Web site or you may request the EDI Information Packet by contacting the Electronic Reporting Section at 1-800-442-3453.

If you make any changes to your EDI software after testing, you may be required to repeat our testing and approval process. Software retesting is necessary because any changes could result in a rejection or delay in the acceptance of your return.



For more information,
visit our website
Comptroller.Texas.Gov.
Receive tax help at
Comptroller.Texas.Gov/taxhelp.

Electronic Tax Reporting Using EDI

EDI Standards

EDI enables businesses to process business transactions electronically. This is based on a standard 813 transaction set developed under the guidelines of the American National Standards Institute (ANSI), the Data Interchange Standards Association (DISA) and the Accredited Standards Committee (ASCX12). This ensures everyone uses the same standard and minimizes the need to reprogram internal data systems.

Confidentiality

The Comptroller's EDI filing system has built-in protections safeguarding the confidentiality of taxpayer information.

Contact Us

By Mail:

Texas Comptroller of Public Accounts
Attn: Electronic Reporting Section
111 E. 17th Street
Austin, Texas 78774-0100

By email:

etf.cpa@cpa.texas.gov

Call toll free:

1-800-442-3453

In Austin, call 512-463-3630

Visit Electronic Reporting on our website at:
Comptroller.Texas.Gov/taxinfo/etf

Resources Available on the Internet

See Electronic Reporting on our website:
Comptroller.Texas.Gov/taxinfo/etf

Sales Tax EDI Electronic Reporting
Quick Reference Guide
Publication #96-866

Oil and Gas Electronic Reporting
Quick Reference Guide
Publication #96-998

International Fuel Tax Agreement
Quick Reference Guide
Publication #96-953

Motor Fuels Electronic Tax Filing
Quick Reference Guide
Publication #96-749

Important TEXNET Information and
Due Date Schedule
Publication #96-1269

We're Here To Help! *Call Toll-Free!*

If you have questions or need information on a specific tax, please call our toll-free numbers:

1-800-252-5555

911 Emergency Service/
Equalization Surcharge
Automotive Oil Fee
Battery Fee
Boat and Boat Motor
Sales Tax
Customs Broker
Fireworks Tax
Mixed Beverage Tax
Off-Road, Heavy-Duty Diesel
Equipment Surcharge
Oyster Fee
Sales and Use Taxes

1-800-531-5441

Cement Tax
Inheritance Tax
Local Revenue
Miscellaneous Gross Receipts
Taxes
Oil Well Servicing Tax
Sulphur Tax

1-800-442-3453

WebFile Help

1-800-252-1381

Bank Franchise
Franchise Tax

1-800-252-7875

Spanish

1-800-531-1441

Fax on Demand (Most frequently
requested Sales and Franchise
tax forms)

1-800-252-1382

Manufactured Housing Tax
Motor Vehicle Sales Surcharge,
Rental and Seller Financed
Sales Tax
Motor Vehicle Registration
Surcharge

1-800-252-1383

Fuels Tax
IFTA
LG Decals
Petroleum Products Delivery Fee
School Fund Benefit Fee

1-800-252-1384

Coastal Protection Fee
Crude Oil Production Tax
Natural Gas Production Tax

1-800-252-1387

Insurance Tax

1-800-252-1385

Coin-Operated Machines Tax
Hotel Occupancy Tax

1-800-252-1386

Certificates of Account Status/Good
Standing
Officer and Director Information

1-800-862-2260

Cigarette, Cigar and/or Tobacco
Products

1-888-4-FILING (1-888-434-5464)

TELEFILE: To File by Phone

1-800-252-1389

GETPUB: To Order Forms and
Publications

1-800-654-FIND (1-800-654-3463)

Unclaimed Property Name Searches
512-463-3120 in Austin

1-800-321-2274

Unclaimed Property Claimants
Unclaimed Property Holders

1-877-44RATE4 (1-877-447-2834)

Interest Rate

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Texas Comptroller of Public Accounts
111 East 17th Street
Austin, Texas 78711-1440

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512-463-4600 in Austin
512-475-0900 (FAX).